

Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: February 1, 2012

Current Internship: Embassy Paris
American Citizen Services (ACS),
Passport Unit, Consular Section

Deadline to apply: February 15, 2012

Internship Description

The American Citizen Services Center requires a qualified “Stagiare” to assist the passport and citizenship unit team on projects during the peak season between March and August. The unit serves a demanding and often stranded public, high level visitors and diplomats. The successful “Stagiare” will be introduced to US laws, regulations and procedures which govern its work. The unit deals with regular and/or emergency passport and citizenship cases, initiates child custody issues, judicial assistance and special consular services. The unit’s computerized consular applications require daily data entry and scanning of a large number of passport and citizenship applications and documents.

Gratuitous Service: There are no benefits attached to this internship, no compensation, leave accrual, nor any future employment rights.

Description of Duties and Responsibilities:

- Data entry and scanning of passport applications.
- Filing and follow up of pending files.
- Pre-screening of passport forms received by mail.
- Preparation, by mail, of applications for data entry and payment
- Updating data bases.
- Corresponding and following up with customers.
- Assist in the preparation of monthly reports.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.

- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy’s Occupational Doctor.

Hours: 35 hours a week, 7 hours daily Monday through Friday.

Duration: 2 months maximum (between March and August 2012)

Required Skills/Qualifications: (These may be tested)

1. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level.
Must be able to read, analyze and draft documents in English.

2. Other Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills

Application Filing Procedures:

To be considered, intern applicants are asked to submit the **three** following documents:

- A Curriculum Vitae
- A Statement of Interest to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.

Submit application by the announcement’s closing deadline:

Embassy of the USA
Human Resources Office
ATTN: FNSIP Coordinator
2 Avenue Gabriel, 75382 Paris Cedex 08

or email your completed forms to ParisRecruitment@state.gov prior to the announcement’s closing date. Please add “Internship Application” to the subject line of your e-mail.

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.

